

# Migrating Data from Microsoft FRx 6.7 to Management Reporter

Tips and Tricks

March 2010



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# **Data migration overview**

The process of migrating data from Microsoft® FRx® 6.7 to Management Reporter involves two primary operations: Migrating FRx 6.7 data and validating the building blocks.

#### 1. Migrating FRx 6.7 data

Data migration includes the migration of Reports, Rows, Columns, Trees, and Font Styles. The list of companies will also be migrated; however, the connection to these companies must be reconfigured.

In the Management Reporter Migration Wizard, users are prompted to configure companies. During the conversion process, which includes migration and conversion, the migration copies all data into the Management Reporter database, where it is converted from an account-based system to the dimension-based system of Management Reporter. Users can apply an unlimited number of dimensions in Management Reporter. The migration-conversion process is mandatory; however, the validation of this data can be a separate process.

**Note** Generated reports in FRx 6.7 (.frd files) are not migrated. If you need to keep the data, retain the FRx DrillDown Viewer to view the files.

#### 2. Validating the migrated building blocks

The validation process in Management Reporter can be run separately to flag errors. This is a longer process than the data migration and conversion. The validation process evaluates each building block to ensure that it meets all the necessary formatting requirements in Management Reporter.

Management Reporter automatically prevents users from generating reports with invalid building blocks by prompting them to open and save building blocks that have not been validated. Management Reporter also validates user input on data entry, which is a feature that did not exist in FRx 6.7.

# **Develop a migration plan**

There are two important steps to creating a migration plan: cleaning up data, and installing the Management Reporter server and clients.

#### Reduce the quantity of data you need to migrate

Although many organizations have over a hundred reports, they often generate only a

small percentage of those reports. Before you start your data migration, remove specification sets and building blocks that your organization no longer needs.

## • Install Management Reporter server and clients

Users must install the Management Reporter server and clients before beginning the data migration process.

- Only a Management Reporter Administrator is allowed to perform the data migration.
- The Windows Authentication credentials for the user running the wizard must have db\_datareader and db\_datawriter access to the Management Reporter database.

# Simplify migration with a step-by-step wizard

When you're ready to start the migration process, the Management Reporter Migration Wizard provides a step-by-step guide to facilitate the process.

**Step 1:** Start by selecting the option you want to start the data migration process. If you decide not to run validation during migration, you can return to the wizard at a later time to run the validation.

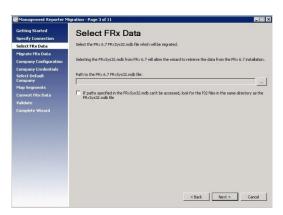
**Important** Be sure you run the data migration before you create new building blocks in Management Reporter.



**Step 2:** Type the server name that contains the Management Reporter database. Then, type the Database name, and click **Next**.



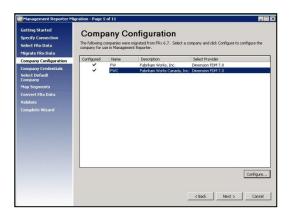
**Step 3:** Specify the location of the FRxSys32.mdb database that contains the FRx data you want to migrate.



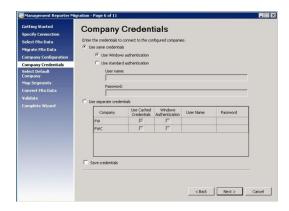
**Step 4:** Confirm that you want to run the migration. After this step, any existing data in Management Reporter is replaced with data migrated from FRx.



**Step 5:** The wizard displays a list of companies that have been migrated. To configure each company, select the corresponding data provider for that company, and then click **Configure...**.



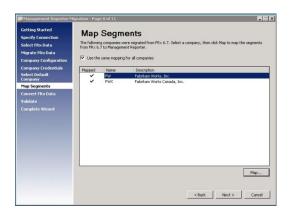
**Step 6:** Specify the credentials for the companies that have been configured.



**Step 7:** Use this step to set up a default company. This company will be used during validation when @ANY was specified in the report definition.



**Step 8:** Management Reporter provides native dimension support. Because FRx building blocks are segment-based, this step maps those building blocks to a dimension in Management Reporter. If all companies use the same mapping, the mapping only needs to be defined once.

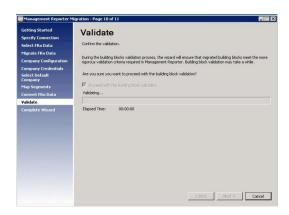


**Step 9:** Confirm the data conversion process. After completing this step, the segment-based data in Management Reporter is converted to dimension-based data by using the mappings defined in the previous step.



**Step 10:** This is an opportunity to validate all migrated building blocks. This operation examines each Report, Row, Column, and Tree definition to validate syntax and relationships to ensure the building block will function correctly.

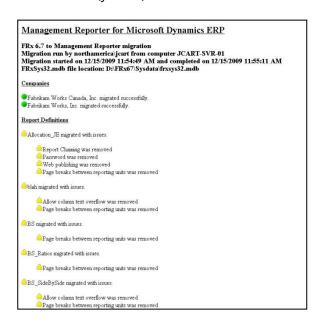
**Note** Building blocks that do not pass validation are denoted as "invalid." (This will also occur if the validation process is skipped.) For each invalid building block, a message is displayed and errors must be corrected before report generation.



**Step 11:** The wizard is complete. The FRx data is successfully migrated from FRx to Management Reporter.



**Step 12:** Review the summary log, which displays information about all building blocks that migrated successfully (green), building blocks that didn't migrate (red), and building blocks that migrated with issues (yellow).



**Note** The summary log reflects activity only from the data migration, not the conversion process.

- If a building block is flagged yellow, it may have been modified based on the features available in Management Reporter.
- If a building block is flagged red, refer to the error message in the summary log to understand what happened during the migration and why. You may need to re-create the building block.
- If a building block is flagged green, data has been successfully migrated.

# Implement best practices

Migrating data from FRx to Management Reporter is a straightforward process. By following some best practices for migration, you can help ensure a seamless transition from FRx to Management Reporter.

Because there are feature differences between Management Reporter and FRx, not all building blocks can migrate directly. Prepare for this during your data migration, and then review these items in the summary log.

Before you begin your data migration:

- Remove specification sets and building blocks that your organization no longer needs. This will reduce the amount of data you need to migrate.
- Simplify the conversion process by setting all your companies to "Default" in FRx. This will create an index file that contains all mapping and account information.

## **Follow post-migration tips**

After you've completed the data migration, Microsoft recommends conducting a quality assurance review by comparing the new reports to the old reports.

#### Conduct a QA review

If you run the validation process, you can use a validated report to conduct a side-by-side comparison. Compare the new, generated report (not just building blocks) to the FRx report to ensure that the numbers are identical.

#### • Save your FRx data for approximately six months

Although each customer's data backup needs will vary based on business model and compliance requirements, Microsoft recommends saving post-migration FRx data (building blocks, data files) for approximately six months.

## **Post-migration considerations**

Management Reporter contains many new features that benefit users and their ability to create boardroom-quality financial reports. The following list contains features identified from FRx 6.7 that are not included in Management Reporter, but are addressed using existing Management Reporter functionality. In addition, some features are being considered for future releases.

# **Use descriptive naming conventions for multiple reports**

Management Reporter offers the ability to use folders for easier organization; however, it is a best practice to use descriptive naming conventions for multiple reports. Related functionality includes:

#### Effective dates

Effective dates automated the selection of building blocks based on the report or reporting period and are most often used to automate the column selection of a report definition. A typical scenario where Effective Dates were used to specify a column is in a Quarter To Date (QTD) type report, where, depending on what period of the quarter the report is generated, the report should yield results where the book code and period code change during a fiscal quarter.

QTD for Quarter 1 example:

QTD Period 1 = Actuals for base period + Forecast for period code Base+1 + Forecast for period code Base+2

QTD Period 2 = Actuals for period code of Base-1 +Actuals for period code Base +Forecast for Period code Base+1

QTD Period 3 = Actuals for period code of Base-2 + Actuals for period code of Base-1 + Actuals for period code of Base

This methodology is repeated for each subsequent quarter.

#### QTD for Quarter 2 example:

QTD Period 4 = Actuals for base period + Forecast for period code Base+1 + Forecast for period code Base+2

QTD Period 5 = Actuals for period code of Base-1 +Actuals for period code Base +Forecast for Period code Base+1

QTD Period 6 = Actuals for period code of Base-2 + Actuals for period code of Base-1 + Actuals for period code of Base

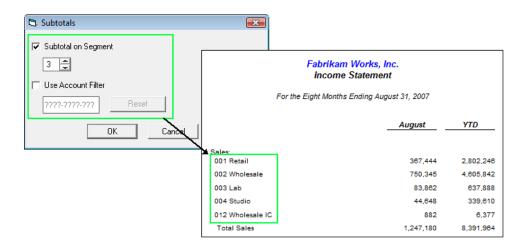
FRx 6.7 users would create three unique column layouts and one catalog ID, where the effective dates feature would be used to specify which column layout is used for each fiscal period.

- In Management Reporter, you can create three unique column layouts, and then create a unique Report Definition for each period. Use descriptive naming conventions for the report definitions and folder placement.
- Alternatively, it may be possible to use the Column Definition—Print Control and Conditional Print Options (P=B) to automate the selection of columns.

#### Subtotal and/or filter

In FRx, an account detail report contained the option to subtotal or filter data, and users could drill down on an account to view a segment or portion of a fully qualified account that is subtotaled. This functionality provided additional analysis to the viewer and was available in the catalog of reports or could be specified by the report consumer in the FRx DrillDown Viewer.

For example, if a report is needed that lists Sales with departments in the rows, it was possible in FRx 6.7 to enter one row to combine all Sales accounts together. The report could then be set to subtotal by the department segment. The benefit to this report design technique was that any new account or department that was later added into the chart of accounts would be picked up by the report.



In Management Reporter, each dimension member that needs to be analyzed by subtotals requires a unique report. Report design will be more labor-intensive, and the row definition must be maintained on a regular basis by adding any new segment members. This is an acceptable workaround, except in the case where there are many rows and where dimension members are routinely added to the chart of accounts.

A Row Code	B Description	C Format Code	D Related Formulas / Rows / Units	E Format Override	F Normal Balance	G Print Control	H Column Restriction	I Row Modifier	] Link to Financial Dimensions
100	Sales								
130	001 Retail								+Natural = [4???], Department = [001]
160	002 Wholesale								+Natural = [4???], Department = [002]
190	003 Lab								+Natural = [4???], Department = [003]
220	004 Studio								+Natural = [4???], Department = [004]
250	012 Wholesale IC								+Natural = [4???], Department = [012]
280									
310	Total Sales	тот	130:280						

#### *Include detail for non-printing rows*

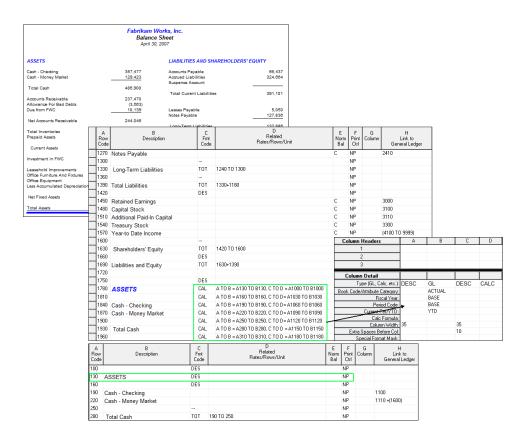
In FRx 6.7 there was a catalog setting for account detail reports that allowed for the inclusion of non-printing rows. For this functionality in Management Reporter, you can create multiple reports: one report that contains all rows and no non-printing Print Controls, and one report with rows containing non-printing Print Controls.

## Use Microsoft applications or other functionality to achieve similar results

The following features are handled by a variety of workarounds using Management Reporter or other Microsoft application functionality:

Side-by-side reports (Balance Sheet, with assets and liabilities/equity side by side) In FRx 6.7, a side-by-side report was accomplished by first creating a row format. The user would then make every row a non-printing row and use Calculated (CAL) rows to place the description and amounts into specific columns of the column layout.

As a result, report design was cumbersome and could be difficult to maintain. This functionality does not exist in the current release of Management Reporter and is currently being reviewed for future releases.



#### E-mail distribution

FRx 6.7 had the functionality to distribute FRx DrillDown Viewer and Microsoft Office Excel® files to e-mail addresses defined in either the catalog or tree. Files were attached within the e-mail message, or a link to the file was sent in e-mail. E-mail messages were distributed during the generation of the catalog as long as the client workstation had a MAPI-compliant e-mail application installed, such as the Microsoft Office Outlook® messaging and collaboration client.

To distribute a report using e-mail in Management Reporter, you can:

- Generate the report to Office Excel in Management Reporter and then send it by e-mail using an external e-mail application.
- Generate the report to Office Excel in Management Reporter and then upload the file to Microsoft Office SharePoint

  Server. Use notification services in Office SharePoint Server to send the file by e-mail.

#### Integration features

With native dimension support in Management Reporter, a dimension wizard is not required to connect with dimension-based systems such as Microsoft Dynamics® AX and Microsoft Dynamics NAV. Management Reporter also integrates with Analytical Accounting for additional reporting and analysis. (Multidimensional Analysis Codes from Microsoft Dynamics GP were reported on in FRx 6.7.)

#### FRx Webport

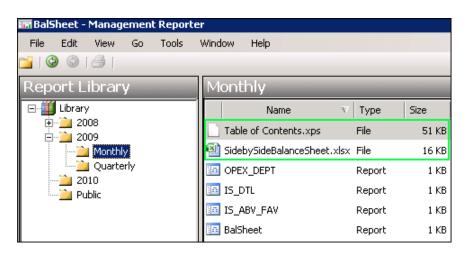
FRx Webport was an add-on or upgrade in the FRx 6.7 product line. It provided a Web repository for reports that users could access using an Internet browser such as Windows® Internet Explorer®. Reports were organized using secure folders and subfolders. FRx Webport authenticated user permissions upon login with concurrent user licensing. In Management Reporter, you can:

- Use the Management Reporter Report Library to secure and share reports with users.
- Upload Office Excel files created in Management Reporter to a SharePoint site.

## Report Manager

Report Manager was an add-on or upgrade to the FRx 6.7 product line. It allowed the addition of external file types, such as Microsoft Office Word or Office Excel, to be added to create one comprehensive, electronic report book.

In Management Reporter, you can upload external documents to the Report Library to manually print and organize.



#### Send to printer

Users had the option to send directly to a printer from the catalog in FRx 6.7. In Management Reporter, you can send and print from the Report Library.

#### Row linking

In FRx, there are two different scenarios for using row linking. In both cases, the intention was to create a suite of reports that begins at a detailed level and then rolls up to a higher level with a summarized view at the consolidated level. In addition, multiple row formats were used to manage the unique presentation of information.

#### Scenario 1

This is a detailed income statement in which only total rows were displayed at the consolidated level.

	A Row Code	B Description	C Fmt Code	D Related Rates/Rows/Unit	E Norm Bal	F Print Ctrl	G Column	H Link to Row Format: IncStmt DtlLink		
1	100	Revenue	DES							
1	130	Net Sales						NS		
	160		DES							
1	190	Gross Profit						GP		
	220	Gross Profit %	CAL	@190/@130 "0.00%"						
	250		DES							
	280	Expenses	DES							
	310	Compensation						COMP		
	340	Office						OFFICE		
	370	Sales & Marketing						SLS		
-	400	Other						OTHER		
	⊒ F	Rx Enterprise - [Tree - IncStmt_Rov iile Edit Format Company		=	ndow	Help				
	æ SU	MMARY DETAILED		B Company Ur	C nit Code			D Title/Description	G Acct Mask	l Row Format
			1 FW 2 FW 3					y Income Statement I Income Statement	&&&&-????-???	IncStmt_SumLink IncStmt_DtlLink

#### Scenario 2

This is the Master Row Format concept. In this scenario, the user typically had a requirement to build reports from specific groupings of fully qualified accounts where there are many exceptions to ranges and wildcards, such that it was nearly impossible to design reports in a conventional manner. A detailed trial balance type row format would be created, sometimes thousands of rows in length, and subtotals would be added that could be used to drive several other reports such as income statements, balance sheets, or statements of cash flow.

In either scenario, the Management Reporter solution would be the same. You can:

- Create separate row and report definitions.
- Use dimension sets to handle exceptions that cannot be accommodated by using ranges and wildcards.

- Create multiple dimension links in a single row format. This method works for consolidations and situations in which row definitions are similar and dimension codes are different.
- Create a master row format and print all rows, including those with no data.
- Generate the report definition to Microsoft Office Excel and then use External
  Worksheet linking to pull in the required fields. Printing all rows, even those
  without data, guarantees that the cell references in Excel do not change each
  time the report is generated.
- Create the required totals or calculations on the row format and use the nonprinting rows Print Control to only show total or final number on row format.

## Leverage Excel features for currency, formatting, and formulas

Management Reporter provides a tighter integration with Microsoft Office Excel than FRx. The following features from FRx 6.7 are addressed by using native Excel functionality:

#### Currency translation

FRx 6.7 provided currency translation capabilities across one or more entities and currencies. This method is named DAX (Dynamic, Automatic Currency Translation System) and requires FRx Currency Translation Maintenance tables containing daily and historical exchange rates.

In Management Reporter, you will be able to:

- Enter exchange rates in Office Excel spreadsheets and link to those rates using External Worksheet Linking to calculate the translation.
- Perform currency translation in the source Microsoft Dynamics ERP solution. If
  the solution does not provide a currency translation feature, create a separate
  company database and make journal entries to convert from functional
  currencies to the reporting currency. Alternatively, use a different book code to
  hold translated entries within the same company.
- Translate data in an Office Excel spreadsheet and use External Worksheet Linking to report the translated amounts.

		4	A		В	С	D		E	F	G		Н	1	J	K	L	M
	1	Foreia	n Currency	/ Transla	tion To	ble												
	2	_	Dollars to U															
	4	R	ate Type/Mo	nth	Jan	Feb	Mar	Α	.pr	May	Jur	n J	ul	Aug	Sep	Oct	Nov	Dec
	5	Historica	l Rate (h)		1.2	5 1.25	1	.25	1.25	1.25		1.25	1.25	1.25	1.25	1.25	1.25	1.25
	6	Yearly A	verage Rate (	a)	1.	5 1.5		1.5	1.5	1.5		1.5	1.5	1.5	1.5	1.5	1.5	1.5
	7	Monthly	Average Rati	e	1.	3 1.3		1.3	1.3	1.3		1.3	1.3	1.3	1.3	1.3	1.3	1.3
	8	EOM Spo	t Rate (c)		1.2	9 1.29	1	.29	1.29	1.29	- :	1.29	1.29	1.29	1.29	1.29	1.29	1.29
_A		В	C	D		E	. F	G	Н	I			J			Κ	1.28	1.28
Row Code	Descr	ription	Format Code	Related Fo Rows /		Format Override	Normal Balance	Print Control	Colum Restrict			Link to Fir	nanciai Dir	mensions	Wo	o External orksheet o FX_Table		
100	Assets		LFT															
130	Cash (c)										+N-	atural = [1	1??] +Nat	ural = [1600]	A8 /CPO			
160			DES															
190	Accounts Receiv	rable (c)									+N-	atural = [13	200:1205	]	A8 /CPO			
220	Due from FWC (c	:)									+N-	atural = [1:	309]		A8 /CPO			
250	Inventory (a)									_		about for	101		A6 /CPO			
280	Inventory Supplie	es (a)						BRIKAM Ce Sheet		n					A6 /CPO			
310	Prepaid Other (c)					For the O				nuary 31,	2008				A8 /CPO			
340						FW		FWC			F	-WC	Con	solidated				
370	Total Current Ass	ets			F	unctional/Rep. USD	. F	unctional		nslation Rate	Rej	porting JSD	Re	porting USD				
400			Assets		-								_					
430	Fixed Assets (c)		Cash (c)			511,830	)	80,03	0 1	.2900		103,239		615,069	A8 /CPO			
460	Accumulated Dep	preciation (a)		eceivable (c)		211,324		160,93		.2900		207,604		418,928	A6 /CPO			
490			Inventory (a	y Supplies (a)		7,856 1,483,313		318,793		1.2900 1.5000		478,189	7,856 78,189 1,961,502					
520	Net Fixed Assets		Inventory Si Prepaid Oth			4,783 2.386		2,69 1,81		.5000 .2900		4,046 8,829 2,343 4,729	8,829 4,729					
550			Total Currer		-	1,709,662		484,23		.2500		692,181		2,401,843				
580	Investment in FW	/C (c)	Fixed Asset	is (c)		160,300	1	141.80	0 1	.2900		182,922		343,222	A8 /CPO			
610			Accumulate	d Depreciation	n (a) _	80,67	5	58,33	4 1	.5000		87,501		168,176				
640	Total Assets		Net Fixed A	ssets		79,625	•	83,46	6			95,421		175,046				
670			Investment		_	464,966				.2900				464,966				
			Total Assets	5	-	2,766,083	-	647,73	5		_	890,841		3,656,923				
			Liabilities ar															
			Accounts Pa Leases Pay	ayable (c) able (c)		89,596 7,100		76,83 4,19	4 1 5 1	.2900		99,116 5,412		188,712 12,512				
			Other Accru Notes Paya	ed Liabilities (	(c)	322,814 131,829	ļ	1,74 92,14	4 1	.2900 .2900		2,250 118,861		325,064 250,690				
			Suspense A Total Liabili	Account (c)	-	551.339		174.91	1	.2900	_	225.639	_	776.978				
			Retained Ea	amings (p)		1,606,839		213,20	0 1	.2800		272,896		1,879,735				
			Common St Add'l Paid-li			61,000 519,269		45,00 201,87	0 1	.2500		56,250 252,349		117,250 771,618				
			Treasury St	ock (h)				(4,00	0) 1	.2500		(5,000)		(5,000)				
			YTD Income Translation			27,636	)	8,88 7,85		.5000		13,331 75,376		40,967 75,375				
			Total Equity		, -	2,214,744		472,82 647,73	2			665,202 890,841		2,879,945 3,656,923				

## Forecaster integration

The integration of FRx 6.7 with Microsoft Forecaster consisted of ExpressLink and DirectLink. ExpressLink automates the upload of general ledger data into the Forecaster database. DirectLink allows FRx 6.7 reports to use the Forecaster database as a data source for reporting.

- FRx must remain installed and use ExpressLink to bring general ledger data into Forecaster and run reports in Forecaster.
- Export Forecaster data and import into the Microsoft Dynamics ERP system, or use automated tools by MBS Professional Services.
- Export Forecaster data to Office Excel and use External Spreadsheet Linking to report on data in Management Reporter.
- Send Trial Balance report in Management Reporter to Office Excel and import into Forecaster to report in Forecaster.

## Format as Excel Outline

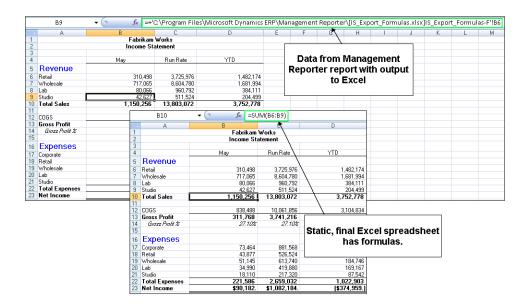
Format as Excel Outline was an option when report output was set to Formatted Excel. The feature automatically grouped and subtotaled the report output in Office Excel. In Management Reporter, you can:

 Create a report using a row definition that provides the desired order of reporting elements. After the report is in Office Excel, you can apply Outline Groupings and/or Outline Subtotals to achieve the effect you want.

#### Export Formulas to Excel

Export Formulas to Excel was an option when report output was set to Excel; the feature converted the formulas of TOT (Total) rows, but not CAL (Calculated) rows into the corresponding cells in Office Excel. It also converted the formulas of Calculated Columns.

• In Management Reporter, you can create static, final output Excel spreadsheets with both appropriate formulas and links for dynamic data cells. Link the spreadsheet to no-formula data cells of Management Reporter report output.



#### Export to OLAP cube

FRx 6.7 had an output option to automatically create Excel Pivot Table® and Pivot Chart® views. These options also existed as Export options from the FRx DrillDown Viewer. OLAP cubes derived from FRx reports are restricted to financial level information, and do not contain account or transactional details. OLAP cubes are composed of cells that represent the intersection of a Row, Column, and reporting unit. Each cell in a cube is identified by the attributes Financial Row Description, Period Description, Book Code Description, and Reporting Unit.

In Management Reporter, you can export data to Office Excel; modify a data set to create a table; and use Excel PivotTable views for graphics and analysis.